

UNITED STATES DEPARTMENT OF AGRICULTURE

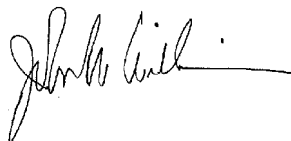
Farm Service Agency
Washington, DC 20250

Notice FI-2500

For: State and County Offices and KCFO

Closing FY 2001 Transactions

Approved by: Deputy Administrator, Management



1 Overview

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Background

Friday, September 28, 2001, is the last business day and September 30, 2001, is the last calendar day in FY 2001. All current FY business transactions must be recorded and received by KCFO as soon as possible after COB September 30, 2001, to allow for the annual closing of FSA and CCC accounts and preparation of annual financial statements.

Note: Because recent legislation requires that many agricultural assistance programs be issued no later than September 30, 2001, County Offices may conduct business on September 29 and 30, 2001, if States have adequate funds. County Offices should, however, make every effort to complete all FY 2001 activities by September 28, 2001.

B

Purpose

This notice provides closing instructions to State and County Offices to ensure that all FY 2001 transactions are:

- properly recorded in a timely manner
- transmitted to KCFO.

C

Contact

Contact Lenior Simmons, FMD, at 703-305-1313, if there are questions about this notice.

Disposal Date

February 1, 2002

Distribution

KCFO and State Offices; State Offices relay to County Offices

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2 County Office Action

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Action Items

County Offices shall ensure that the following action items are completed:

- all FY 2001 transactions are properly entered into the system according to the applicable handbook

Note: This includes payments, collections, receivables, and claims transactions.

- CCC-184's that are to be dated before October 1, 2001, are printed
 - the direct deposit file is queued and transmitted by September 30, 2001
 - collections received for deposit are recorded before October 1, 2001
 - accounting-related data files are queued and transmitted to KCFO no later than September 30, 2001.
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B

Recording Transactions

Ensure that all transactions are recorded into the system. This table contains the transactions that must be recorded so that accurate financial statements can be prepared.

Transaction	How to Record
Payments that were prepared manually on a typewriter	Record payables through the program application, if automated, according to the applicable program handbook, or through the Accounting Application, Check Writing Function, if nonautomated according to 1-FI.
Payments that need to be canceled	Cancel payables through either the program application, if automated, or the Accounting Application, Check Writing Function, if nonautomated.
Collections that were prepared on manual CCC-257	Record collections through the applicable application, as follows: <ul style="list-style-type: none">• CRS, if the collection is for an established receivable, according to 67-FI• ACS, if the collection is for a claim, according to 64-FI• the Accounting Application, Cash Receipts Function, or the applicable program application, when the collection does not involve a receivable or claim, according to 3-FI.

Continued on the next page

2 County Office Action (Continued)

B
Recording
Transactions
(Continued)

Transaction	How to Record
Payments or cash collections that need to be corrected	Correct erroneous transactions according to program regulations using options to record underpayments/overpayments or by canceling and re-entering corrected information.
Program overpayments	Record overpayments that are currently due CCC or FSA through the program application or by establishing receivables through CRS.

Note: The following areas have handbooks or notices that contain specific user instructions for originating or canceling payments and collections:

- APSS
- County Office administrative expense
- CRP
- PFC
- disaster applications.

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2 County Office Action (Continued)

C

**Queue and
Transmit Files
by September 30**

Queue and transmit files to Kansas City no later than **September 30, 2001**, according to this table.

Step	Action
1	On Application Selection Menu FAX07001, ENTER "7", "Queue Files for Transmission", and PRESS "Enter".
2	<p>On Queue Files for Transmission Menu FMA901, ENTER "1", "Queue All Daily Transmission Files", and PRESS "Enter".</p> <p>The following message will appear on the next screen, "Do you wish to queue for all counties?", ENTER "Y" and PRESS "Enter".</p> <p>Note: If during the queuing process:</p> <ul style="list-style-type: none">the system message, "SYS MSG-3725", which indicates a price support or a price support/accounting out-of-balance condition, is displayed and an Out-of-Balance Report is printed, see 14-PS for corrective actionAccounting Transmission Screen AEK00060, which indicates that CCC-257's have not been prepared and/or are out-of-balance, is displayed, PRESS "Enter". See 3-FI for corrective actions. The error conditions must be corrected before transmitting data. Rerun the queue process after corrections have been made. <p>Reminder: The "Queue All Daily Transmission Files" option does not queue the direct deposit file.</p>
3	Transmit files to Kansas City during the end-of-day process.
4	Check the exception list on October 1, 2001, to verify that all files were transmitted successfully. If the transmission is not successful, continue to step 5.
5	Retransmit the files to Kansas City. If the retransmission fails, contact the FSA National Help Desk at 1-816-926-1552 or 1-800-255-2434.

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3 State Office Action

A

**Queue and
Transmit Files
by September 30**

Queue and transmit files to Kansas City no later than **September 30, 2001**, according to this table.

Step	Action
1	On Application Selection Menu FAF07001, ENTER "7", "Queue Files for Transmission", and PRESS "Enter".
2	On Communications/Transmission Menu FMF900, ENTER "1", "To Kansas City", and PRESS "Enter".
3	On Queue Files for Transmission to Kansas City Menu FMF901, ENTER "1", "Queue All Daily Transmission Files", and PRESS "Enter". Reminder: The "Queue All Daily Transmission Files" option does not queue the direct deposit file.
4	Transmit files to Kansas City during the end-of-day process.
5	Check the exception list on October 1, 2001, to verify that all files were transmitted successfully. If the transmission is not successful, continue to step 6.
6	Retransmit the files to Kansas City. If the retransmission fails, contact the FSA National Help Desk at 1-816-926-1552 or 1-800-255-2434.

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4 Kansas City Action

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Monitor Transmissions

Kansas City shall monitor file transmissions to ensure that the following are completed:

- County Office data transmissions are received and help is provided to those County Offices experiencing difficulties in transmitting data
 - State Office data transmissions are received and help is provided to those State Offices experiencing difficulties in transmitting data
 - diskettes/tapes are received from those State and County Offices not able to transmit on September 30, 2001.
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Missing Office Transmissions

Kansas City shall provide a list of missing State and County Office transmissions to Financial Operations Division, Cash Management Branch, by 3 p.m., c.t., October 3, 2001.

5 State and County Office Reporting for FY 2001 Close

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DIPP Claims Report

By September 28, 2001, County Offices shall notify State Offices, by telephone, of the amount of FY 2001 DIPP claims paid through September 28, 2001.

State Offices shall:

- report DIPP amounts paid and provide negative reports to PSD at 202-720-9888, by COB, October 1, 2001
- FAX a copy of the telephone report to PSD at 202-690-3307 by COB, October 1, 2001.

Note: This applies only to State Offices that have been provided funds for DIPP.

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5 State and County Office Reporting for FY 2001 Close (Continued)

B

**County Progress
Reports**

County Offices shall complete the following on October 1, 2001:

- print and queue the September 30, 2001:
 - ACP-305 Monthly Progress/Transmission Report
 - Conservation 305 Monthly Progress/Transmission Report
- transmit the data to the State Office.

Note: See 1-CONSV, Part 10, Section 1, or 2-CONSV, Part 11, for instructions to print and queue ACP-305 and Conservation 305 data.

C

**State Office
Summary Report
for Conservation**

State Offices shall:

- have full responsibility for ensuring that:
 - all County Office ledgers are balanced by COB September 28, 2001
 - payments issued, minus refunds, agree with earnings at FY-end
 - ensure that all County Offices print, queue, and transmit the following reports on October 1, 2001, according to either 1-CONSV, Part 10, Section 1, or 2-CONSV, Part 11:
 - ACP-305 Monthly Progress/Transmission Report
 - Conservation 305 Monthly Progress/Transmission Report
 - print the following State Office reports after all County Office reports are received:
 - ACP-305 Monthly Progress Report according to 1-CONSV, Part 10, Section 2
 - Conservation 305 Monthly Progress Report according to 2-CONSV, Part 15
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5 State and County Office Reporting for FY 2001 Close (Continued)

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**State Office
Summary Report
for Conservation
(Continued)**

- ensure that the following ACP-305 Monthly Progress Reports and Conservation 305 Monthly Progress Reports are printed for each applicable conservation program in the State:
 - ACP (CEP-16R)
 - ECP (CEP-18R)
 - ECPCGF (CEP-67R) (New Mexico Only)
 - ECPHS (CEP-52R)
 - ECPHSF (CEP-55R)
 - ECPMWF (CEP-56R)
 - ECPMWF2 (CEP-57R)
 - ECPMP (CEP-63R)
 - EQIP (CEP-61R)
 - Interim EQIP (CEP-60R)
 - RCWP (CEP-25R)
 - PRP (CEP-65R)
 - SIP (CEP-46R)
 - 1997 TAP (CEP-62R)
- print, queue, and transmit the ACP-305 Monthly Progress/Transmission Report and Conservation 305 Monthly Progress/Transmission Report to Kansas City no later than October 7, 2001
- monitor the accuracy of all progress reports using the State-produced reports
- take the following steps to complete FY-end reconciliation according to 1-CONSV, Part 11, using the:
 - Cumulative Reconciliation Report and Monthly Payment/Refund Activity Report provided by Kansas City
 - September ACP-305 Monthly Progress Reports
 - State Ledger Reports.

Step	Action
1	Complete all county reconciliations.
2	Prepare ACP-259B for all applicable conservation programs, except CRP.
3	Maintain a copy of all prior FY adjustments that were made to the current FY ledger.
4	Mail ACP-259B and all required documentation to Kansas City by COB December 31, 2001.